



Notice City Commission Study Session

7:00 PM

Monday, December 8, 2014

Governmental Center, Commission Chambers, 400 Boardman Avenue

Traverse City, MI 49684

Posted and Published: 12-05-2014

The meeting informational packet is available for public inspection at the Traverse Area District Library, Law Enforcement Center, City Manager's Office, and City Clerk's Office.

The City of Traverse City does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Penny Hill, Assistant City Manager, 400 Boardman Avenue, Traverse City, MI 49684, 922-4440-TDD: 922-4412, has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator.

If you are planning to attend and you have a disability requiring any special assistance at the meeting and/or if you have any concerns, please immediately notify the ADA Coordinator. At the request of City Manager Jered Ottenwes, City Clerk Benjamin Marentette has called this Study Session.

City Commission:

c/o Benjamin C. Marentette, CMC, City Clerk
(231) 922-4480

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Web: www.traversecitymi.gov

400 Boardman Avenue

Traverse City, MI 49684

The mission of the Traverse City City Commission is to guide the preservation and development of the City's infrastructure, services, and planning based on extensive participation by its citizens coupled with the expertise of the city's staff. The Commission will both lead and serve Traverse City in developing a vision for sustainability and the future that is rooted in the hopes and input of its citizens and organizations, as well as cooperation from surrounding units of government.

Welcome to the Traverse City Study Session!

Any interested person or group may address the City Commission on any agenda item when recognized by the presiding officer or upon request of any commissioner. Also, any interested person or group may address the City Commission on any matter of City concern not on the Agenda during the agenda item designated Public comment. The comment of any member of the public or any special interest group may be limited in time. Such limitation shall not be less than five minutes unless otherwise explained by the presiding officer, subject to appeal by the Commission.

Agenda

Pledge of Allegiance

Roll Call

1. Presentation and discussion regarding the status of the Traverse City Public Pier Project. (Jered Ottenwess, Russell Soyring)
2. Presentation and discussion regarding Wastewater Treatment Plant Membrane Replacement. (Jered Ottenwess)
3. Presentation and discussion regarding a public art ordinance as recommended by the Downtown Development Authority Board. (Jered Ottenwess, Rob Bacigalupi, Colleen Paveglio)
4. Discussion regarding an update on the Traverse City Parking System. (Jered Ottenwess, Rob Bacigalupi)
5. Announcements from the City Clerk. (Benjamin Marentette)
6. Public comment.
7. Adjournment.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION STUDY SESSION OF DECEMBER 8, 2014

DATE: DECEMBER 4, 2014

FROM: ⁵⁰ JERED OTTENWESS, CITY MANAGER

SUBJECT: DECEMBER 8 STUDY SESSION

1. Discussion regarding status of Traverse City Public Pier Project

Packet: Memorandum from Smith Group JJR

Smith Group JJR is the consulting firm working on the development of a public fishing pier, the planning and design of which is currently being funded by a Great Lakes Fishery Trust grant. As described in their memo, Smith Group JJR has conducted extensive public input to help determine a location and design for a pier. The consultants will attend the study session to briefly present their work to date and be available for discussion.

Following the next public workshop to be held on Thursday, December 11th, the consultants will prepare a recommended Schematic Design Plan, including potential construction costs and funding sources, which will assist the City Commission in determining direction for the project moving forward. Keep in mind that the consultant agreement with Smith Group JJR allows the City the flexibility of not continuing with the project after the first phase of their scope of work.

2. Discussion regarding Wastewater Treatment Plant Membrane Replacement

Packet: Technical Memorandum from CH2MHILL dated December 4, 2014

Technical Memorandum from CH2MHILL dated October 18, 2013

CH2MHILL PowerPoint from December 9, 2013 study session

CH2MHILL, the operator of the Waste Water Treatment Plant, recommended last year that the City replace one of eight membrane trains at the WWTP. The membrane replacement project was subsequently included in the FY14-15 Budget

and 6-year Capital Improvement Plan and completed in October 2014. Please recall that CH2MHILL recommended in 2013 that the City “[b]udget for replacement of membranes in the other trains: half in 2015 and half in 2016.”

As noted in the November 14, 2014 memorandum, CH2MHILL has observed and tested for reduced membrane permeability on an ongoing basis including after the installation of the new membranes. Their “fit tests” reveal that the remaining, original membranes are now performing at between approximately one quarter and one half of their design peak flow rate. “There is a risk that the membrane process as a whole could be unable to process peak flows arriving at the plant.” Therefore, CH2MHILL now recommends that the City install new membranes in four additional trains in 2015 and the remaining three in 2016, with a cost of \$3.3 million and \$2.5 million respectively.

Scott Levesque from CH2MHILL will once again attend the study session to present a summary of his technical memorandum and be available for discussion. A decision point for the City Commission will come as part of the FY15-16 Budget and 6-year Capital Improvement Plan approval process.

3. Discussion regarding a public art ordinance as recommended by the DDA

Packet: Memorandum from DDA Executive Director Rob Bacigalupi with attachments including draft public art ordinance

The DDA has put considerable effort into developing a draft public art ordinance, with close involvement from the City Attorney. DDA Executive Director Rob Bacigalupi will provide an overview of the draft ordinance and be available for discussion. Please be prepared to provide feedback in order to move this item forward for possible action.

The draft public art ordinance would replace the City’s existing Monument and Public Art Policy. The two most significant changes are:

- (1) The draft ordinance creates a new public body, the Traverse City Arts Commission, which would have responsibility for selecting and installing artwork after initial review and approval of an expenditure/budget from the City Commission. The City Commission would not have final decision making authority with respect to detailed design.
- (2) The draft ordinance includes a discretionary contribution from the General Fund in an amount not to exceed \$45,000. Note that the way the draft ordinance language (Section 299.04.A) is crafted the contribution would require authorization through the budget process each year. In other words, the ordinance does not

require a contribution.

4. Discussion regarding an update on the Traverse City Parking System

Packet: Memorandum from DDA Executive Director Rob Bacigalupi with attachments

DDA Executive Director Rob Bacigalupi has prepared a brief presentation to review the current status of development activity on the west side of downtown, particularly how that relates to increased demand for parking and the construction of a new parking deck. A summary of parking changes, including rate increases, was recently recommended by the DDA. TIF revenue will not likely be sufficient to solely fund the construction of a new parking deck, and the recommended rate increases will help serve this purpose. Please note that these changes will require City Commission approval and it will be helpful to have feedback from the City Commission in order to move forward with action.

e-copy: Bob Doyle, SmithGroup JJR
Scott Levesque and Elizabeth Hart, CH2MHILL
John Divozzo, Director, Grand Traverse County Department of Public Works
Rob Bacigalupi, Executive Director, Downtown Development Authority

Traverse City Public Pier

SUBJECT

December 1, 2014

DATE

20412.000

PROJECT NO.

TO

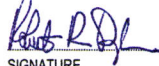
Missy Luick

COMPANY

City of Traverse City

Bob Doyle

FROM



SIGNATURE

734.669.2695

TELEPHONE NO.

734.780.8429

FAX NO.

The purpose of this memorandum is to summarize the status of the Traverse City Public Pier project.

The design study for a new public pier is funded through a grant from the Great Lakes Fisheries Trust. The City has retained the professional services of SmithGroupJJR, of Ann Arbor, to complete the design study. The project includes a design process which engages the community and studies the feasibility, impacts, costs, and benefits of a new public pier. Should these studies determine that a public pier is feasible and advantageous to the community; the grant will fund the development of final design plans.

The idea of a public pier developed out of community-based planning efforts, including the "Your Bay, Your Say" Waterfront Master Plan and the more recent Traverse City Bayfront 2010 Plan. The potential pier is intended to provide public access into the bay, fishing opportunities previously available only to those with boats, a strong connection to downtown, as well as learning opportunities about the environmental value, stewardship practices, and fish of the Bay.

Workshop No. 1

The first workshop held on October 22, 2014 provided an opportunity for local residents to collaborate with the design team and city staff to help establish key goals and location considerations, and identify activities and amenities which could be part of a public pier in Traverse City.

Participants in the workshop were provided an overview of the project goals, planning process, past planning efforts, site conditions, and design examples from other waterfront projects. The design team indicated to the public that although the previous waterfront studies and grant application had illustrated a particular site for the public pier, that this planning process was stepping back to consider a range of potential sites.

In small groups, participants were asked to review a set of draft "Locational Criteria", edit the list as appropriate, and use a dot voting technique to indicate the locational criteria they believed to be most important to selecting the best site for the pier. In order of the dot votes received, the following were considered the most important locational criteria:

1. How accessible is the location (e.g. universal design, parking, connections to paths, etc.)?
2. Does the site provide access for fishing for non-boaters?
3. Is there an opportunity to increase the diversity and interest of uses of the waterfront?

The small groups were also asked to review and consider a list of activities and facilities that could be provided at the pier, and to dot vote on the activities and facilities they believed to be most needed. Generally the participants favored more passive uses of the pier and adjacent land, and prioritized the following:

1. Fishing and educational opportunities (tied)
2. Seating
3. Unique attraction (e.g. weather station, webcam, fish cleaning), and shady covered areas (tied)

Workshop No. 2

At the second workshop on November 19, 2014 the design team presented the results of the project to-date, and shared a set of initial alternative concepts for a new pier. These initial alternatives illustrated four different potential locations and design approaches for the pier, and the Opportunities and Challenges posed by each site were discussed. The four sites included near the Open Space west of the Clinch Marina basin, Clinch Park near the parking lot, on the west side of the Boardman River mouth, and on the east side of the Boardman River mouth.

After the presentation the meeting participants were asked to express their preference for a pier location, and then divided into small groups to work on refining a plan for their selected location. Of the approximately 35 workshop participants, all but four chose to work with Site C, at the western side of the Boardman River mouth. A copy of the plan for Site C is attached to this memorandum.

In the small groups the participants were asked to:

1. Refine their thoughts on the design of the pier, which may have involved rejecting some elements, refining others, adding new design thoughts, and/or borrowing ideas used for the other sites. (Five out of the six small groups marked up site plan maps with suggested improvements to the plan/site they worked on.)
2. Complete the Locational Criteria form to help explain the group's site selection and design refinement ideas.

The design team spent the day after Workshop No. 2 re-visiting the site and illustrating ideas which reflected input from the public, focusing efforts on Site C, the clear consensus site based on input from the community. In the late afternoon of November 20, 2014, SmithGroupJJR presented the results of Workshop No. 2, new illustrations reflecting public input, and related design considerations to the public and the project Study Group to seek further input into the direction for the project recommendations. Participants were asked to respond to the new draft ideas to ensure that the design team was accurately reflecting the community's input and direction. The discussion also identified areas for which the project requires further study, refinement and alternative approaches, and outlined next steps in the process of completing the study.

Other Input

During the planning process to-date the planning team has continued to work closely with the project Study Group to seek advice and guidance as the project proceeds. In addition, the team has sought out input from key community stakeholders, including:

- City maintenance and engineering staff
- Fire and police
- Event organizers (Cherry Festival, Film Festival, informal performances)
- Community organizations (Rotary, VCB, Chamber)
- Agencies and advocacy groups (MDOT, TART, Watershed Council, Sport Fishing Association, Disability Network)
- Neighbors (Senior Center, WBBR, NMC)

A web site has been established (www.TCPublicPier.com) to provide information to the public on the progress of the work, and allow community members to comment and stay informed. City staff has been receiving email correspondence on the pier project, and this feedback is being reviewed and saved as part of the project record.

As the project moves through the design phase, the City will be hosting five additional public meetings to continue to communicate the project's status and progress, including **Workshop No. 3, which is scheduled for 7 pm on Thursday, December 11, 2014 at the Government Center.**

Next Steps

The public input expected from **Workshop No. 3** will provide the design team with direction regarding the **design character and elements of a public pier at the west side of the Boardman River mouth.** With this input, the design team will prepare a recommended Schematic Design Plan for the pier, including an analysis of potential construction costs and funding sources, and an assessment of project feasibility. These documents will be provided to the City Commission at the end of December, for their consideration as to establishing a direction for the project.



Traverse City Pier - Boardman West

November 19, 2014

Traverse City Regional Wastewater Treatment Plant Membrane Replacement

PREPARED FOR: Traverse City, Michigan
PREPARED BY: Scott Levesque
REVIEWED BY: John Bowman, Liz Hart
DATE: December 4, 2014
PROJECT NUMBER: 439201

Executive Summary

This technical memorandum discusses membrane replacement at the Traverse City Regional Wastewater Treatment Plant (TCRWWTP). It updates a memo on this topic that was issued in November 2013.

In October 2014, new membranes were installed in one of eight trains. The new membranes were purchased from GE using a negotiated cost that was based on a competitive bid elsewhere. This non-binding pricing uses an economic index to escalate costs, which will allow pricing to be applied to the remaining trains.

Over the past year, the original membranes (installed in 2004) have shown signs that they are approaching end of life. Permeate quality continues to be exceptional, but membrane productivity is worsening, and there is significant risk that the plant will not be able to process peak flows during a rain event. It is urgent to plan for the replacement of all original membranes.

CH2M HILL recommends that the City install new membranes in four additional trains in 2015 and the final three trains in 2016. The cost of membrane replacement is estimated to be \$3.3 million in 2015 and \$2.5 million in 2016 (expressed in November 2014 dollars). Depending on financing approach, all seven trains of membranes could be purchased and installed in 2015. However, there exists the possibility that for new membranes, fewer than 13 cassettes per train will be needed. It will take 6 months to a year to determine this, and it would not be possible to take advantage of this possibility if all of the remaining original membranes were ordered and replaced in 2015.

Background

TCRWWTP has eight membrane tanks. In mid-2014, in preparation for installation of new membranes in Train 1, 13 existing membrane cassettes in Train 1 were relocated to empty spaces in Trains 2 through 7. (None of the cassettes were relocated to Train 8 because it has a different pipe spool configuration than the others.) By relocating existing cassettes to other trains, membrane area in those trains has been increased, partially offsetting decreasing performance of the aging membranes. Each original cassette has 32 GE 500C membrane modules, and each module has 220 square feet (sf) of membrane area (7,040 sf of membrane area per space; 91,500 sf per train).

New membranes for Train 1 were procured by negotiating price with GE based on a recent competitive procurement in Temecula, California. There is a standing, though non-binding, offer from GE to provide subsequent membranes, with cost to be escalated using an agreed upon economic index. It is our understanding that GE will honor this commitment.

In October 2014, new membranes were installed in Train 1. In each of the 13 spaces, two cassettes were installed, one with 16 modules, the other with 8 modules, effectively forming a 24-module "cassette." The new modules are GE 500Ds, each of which has 300 sf of membrane area (7,200 sf of membrane area per space; 93,600 sf per train). The new membranes have nominally more area per space, and the membrane material itself has been improved relative to the original membranes. On an equal-area basis, the new

membranes have the potential to perform better than the original membranes when they were new. However, it will take 6 months to a year of operating experience to make this determination.

Recent Membrane Performance

Over the past year, a number of factors suggest that the existing membranes are approaching end of life. While permeate (filtered water) quality continues to be exceptional, membrane permeability has deteriorated.¹ The following discussion applies to the original membranes, not the new membranes that were recently installed.

There were two episodes in 2014, one in April and one in September, when rain events produced peak flows to the plant that the membranes could barely process. Without intensive manual operation of the membrane process, there would have been wastewater spillage from the plant. During these high-flow events, membrane permeability decreased. Although normal permeability returned after the high-flow event, high-flow events are when normal permeability is needed the most.

The April 2014 event occurred before the Train 1 cassettes were redistributed. Peak flow was approximately 10 million gallons per day (mgd), and process temperature was approximately 10 degrees Celsius (°C). The September 2014 event occurred after the Train 1 cassettes were redistributed. Again, peak flow was approximately 10 mgd, but process temperature was approximately 21°C. These events did not coincide with biological process upsets such as those reported to have impaired permeability in the past. It is important to note that higher peak flows could be experienced in any particular year. Design peak flow for the plant is 17 mgd, and this flow has been exceeded.

Figure 1 illustrates risk of the membrane process being unable to handle current flows. The membranes usually could accommodate impairment to less than 20 to 30 percent of normal permeability. However, on days with the highest flows, impairment to less than 40 percent of normal permeability would cause spillage from the plant. Impairment to 50 percent of normal has been observed during high flow events, and the situation would be worse if high flows were to coincide with a gram positive bacteria event. The current risk of spillage from the plant is significant, and membranes in additional trains need to be replaced to mitigate this risk.

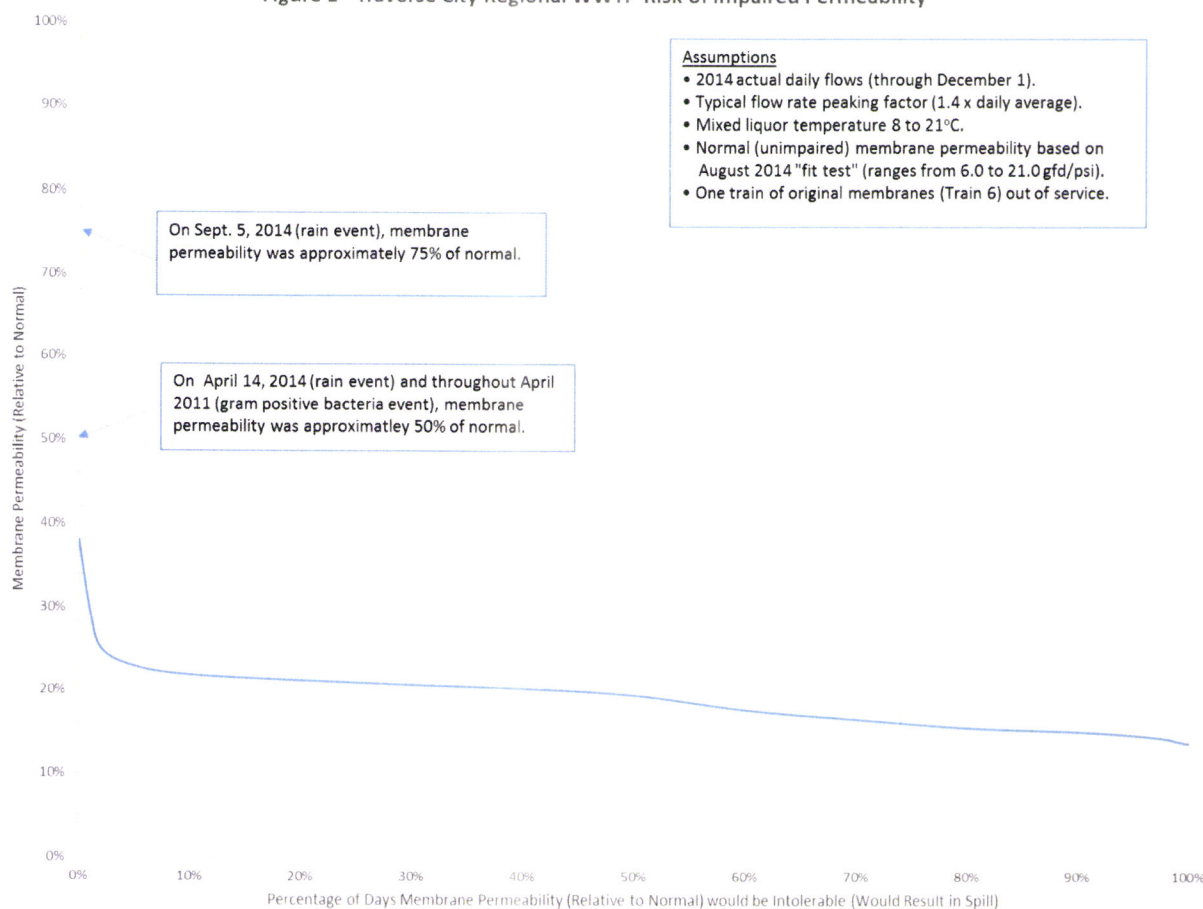
Two types of cleaning are performed to maintain/restore membrane permeability: maintenance cleaning and recovery cleaning.² In the past year, membrane permeability has declined quickly between maintenance cleanings, and it has become necessary to perform maintenance cleaning once per week rather than once every two weeks. While historically, membranes were recovery cleaned annually, certain trains have required recovery cleaning after six months. In 2014, train 8 had to be recovery cleaned twice in succession because its performance was not restored by the first cleaning. Inability to restore permeability by cleaning and the need to clean more frequently are evidence that the membranes are nearing end of life.

Three months following a recovery clean, a membrane train is flow tested. During this 16-hour test, the train is operated at a series of permeate flow rates, including design peak flow rate of 1,725 gallons per minute (gpm) for one hour. Turbidity and transmembrane pressure (TMP) are recorded during the test. The test fails if at any time the train enters into "TMP mode" of flow control. "TMP mode" is triggered by a TMP of -7.5 pounds per square inch (psi). Prior to 2014 no train had failed a flow test, but in 2014, Train 7 failed a flow test. It is not expected that more frequent recovery cleaning can completely mitigate the risk described above.

1 Permeability represents the ability of the membranes to produce permeate (filtered water) at the required rate with available pressure (vacuum in this case). It is calculated using permeate flow rate, membrane area, and transmembrane pressure, and it is expressed in units of gallons per day per square foot per pounds per square inch, essentially flux per pressure (gfd/psi).

2 Maintenance cleaning is performed at short intervals (approximately weekly), and recovery cleaning is performed at longer intervals (approximately annually). Recovery cleaning uses higher chemical concentrations and longer exposure than maintenance cleaning. The purpose of maintenance cleaning is to extend the time between recovery cleaning.

Figure 1 - Traverse City Regional WWTP Risk of Impaired Permeability



In October 2014, plant staff began to conduct a monthly "fit test" of each train. In this test, a train is operated at design peak flow for one hour. As with the flow test, a train fails a fit test if at any time it enters into "TMP mode" of flow control. In October, all trains passed this test, but by varying margins. Compared to the new membranes in Train 1, permeability of the best original membranes (Train 6) was approximately 40 percent, while permeability of the worst original membranes (Trains 3 and 7) was approximately 30 percent.

Recommendations

The original membranes are showing signs that they are approaching end of life, and this is unrelated to the biological upsets (reported previously) that have impacted permeability in the past.

Even with one train of new membranes, there is risk that the membrane process as a whole could be unable to process peak flows arriving at the plant. Therefore, CH2M HILL recommends that the City install new membranes in four additional trains in 2015 and the final three trains in 2016. (This matches CH2M HILL's 2013 recommendation to budget for replacement of the remaining membranes, half in 2015 and half in 2016.)

Depending on financing approach, all seven trains of membranes could be purchased and installed in 2015. However, there is an advantage to replacement in two steps. The new membranes in Train 1 may demonstrate that less membrane area is needed per train. By purchasing membranes in two steps, it would be possible to make an adjustment at the second step, relocating some cassettes from Trains 1 through 5 into Trains 6 through 8 and purchasing fewer additional cassettes for Trains 6 through 8.

Membrane Replacement Cost

The basis for membrane cost is the same as last year, with costs escalated from October 2012 (the Temecula, California bid date), using the most recently published value for the U.S. Consumer Price Index – All Urban Users (CPI-U). The table below has been revised to add a column corresponding to the September 2014 value of US CPI-U, which is the most recently published at time of this writing.

When the original membrane were removed from Train 1 this year, it was noted that the membrane tank chemically-resistant coating was flaking off the concrete. A line item for membrane tank repair and recoating has been added to the revised table.

In addition, a line item for permeate and air valves has been added to reflect an unanticipated cost for the first train. However, this line will not apply to membranes installed in the remaining trains.

For membrane replacement in the first train, CH2M HILL underestimated expenses (labor, equipment, and supplies). This line item has been increased to reflect actual installation expenses for the first train.

Traverse City RWWTP Membrane Replacement Cost (per train)

Parameter	Oct. 2012	Aug. 2013	Sep. 2014
US CPI-U (basis for cost escalation)	231.317	233.877	238.031
Cassette spaces per train (13 of 16 spaces filled)	13	13	13
Modules per space (16+8)	24	24	24
Membrane area per 500Ds module (square feet)	300	300	300
Membrane area per train (square feet)	93,600	93,600	93,600
Cost per square foot of cassettes and modules (shipped to plant, LEAP)	\$6.66	\$6.74	\$6.86
Cost of cassettes and modules (shipped to plant, LEAP)	\$623,779	\$630,682	\$641,884
Deduct for cyclic aeration instead of LEAP	(\$75,000)	(\$75,830)	(\$77,177)
Cassettes and modules (shipped to plant, cyclic aeration)	\$548,779	\$554,852	\$564,707
Membrane warranty (2 years, full replacement)	\$9,360	\$9,464	\$9,632
GE design (first train only)	\$23,100	\$23,356	\$0
Saddle-type anchors (qty. 68)	\$32,643	\$33,004	\$33,590
Hanger arms & split collars (qty. 8)	\$55,770	\$56,387	\$57,389
Permeate hoses, aeration hoses, fittings & spools	\$30,030	\$30,362	\$30,902
GE services	\$60,000	\$60,664	\$25,000
SUBTOTAL (paid to GE/ZENON)	\$759,682	\$768,090	\$721,220
Local sales tax (at 6%)	---	\$46,085	\$43,273
Membrane tank repair and recoating	---	\$27,000	\$27,480
Permeate and air valves (for cassette relocation only)	---	\$8,700	\$0
CH2M HILL services (labor, equipment, supplies)	---	\$30,000	\$30,533
TOTAL (rounded)	---	\$880,000	\$823,000

The cost to replace membranes in four trains in 2015 is estimated to be \$3.3 million. The cost to replace membranes in the remaining three trains in 2016 is estimated to be \$2.5 million. These costs are expressed in November 2014 dollars.

Traverse City Regional Wastewater Treatment Plant Membrane Replacement

PREPARED FOR: Traverse City, Michigan
PREPARED BY: Scott Levesque
REVIEWED BY: John Bowman, Casey Rose
DATE: October 18, 2013 (revised November 15, 2013)
PROJECT NUMBER: 439201

Executive Summary

This technical memorandum discusses membrane replacement at the Traverse City Regional Wastewater Treatment Plant (TCRWWTP).

A membrane bioreactor (MBR) process that uses GE/ZENON membranes has been in service at the plant since 2004. Typical membrane life at similar installations has been 8 to 10 years, suggesting that the membranes may need to be replaced soon. Former City Manager Ben Bifoss asked CH2M HILL to help the City prepare for membrane replacement and to explore replacement options with GE on the City's behalf.

CH2M HILL worked with GE to identify the best approach to membrane replacement, which is to use GE's latest membrane module (500D) rather than the membrane module currently installed at the plant (500C). The "short" version of the 500D module must be used, given available water depth in the TCRWWTP membrane tanks.

CH2M HILL worked with GE to negotiate membrane replacement pricing similar to what would be expected in a competitive procurement scenario. This was done by starting with GE's pricing from a recent competitive bid and making adjustments to account for differences between the scopes of supply for the two projects. The negotiated membrane pricing is tied to the U.S. Consumer Price Index, which allows membrane pricing to be determined now and in the future.

Over the last several years, a number of unusual biological process upsets have temporarily impaired membrane productivity at the TCRWWTP. Though progress has been made toward identifying the cause and preventing future episodes, it cannot be concluded with certainty that they will not recur.

Because the membranes are approaching end of life, and to mitigate the risk of future episodes of impaired membrane productivity, CH2M HILL recommends that the City install new membranes in at least one membrane tank as soon as practical. Then, we will monitor membrane performance and recommend replacement of membranes in other trains on an as-needed basis. This might occur over the next several years, but potential membrane life at the TCRWWTP is unknown.

A bulleted list of CH2M HILL's specific recommendations with respect to membrane replacement is included at the end of this document.

Background

The Traverse City Regional Wastewater Treatment Plant (TCRWWTP) was upgraded to a membrane bioreactor (MBR) process in order to improve effluent quality and increase treatment capacity without requiring additional land. Following 2-1/2 years of construction, the plant began producing membrane filtered effluent in July 2004. The GE/ZENON membranes installed at the plant have performed well, and there have been no signs of imminent membrane failure. However, typical membrane life at similar installations has been 8 to 10 years, suggesting that the membranes may need to be replaced soon.

A complicating factor with regard to the timing of membrane replacement is that on several occasions there have been unusual biological process upsets that have temporarily impaired membrane productivity. Considerable effort has been expended investigating the cause of these episodes and how to prevent them. While progress has been made, it cannot be concluded with certainty that they will not recur. This is not necessarily a membrane replacement issue; new membranes may or may not perform better than used membranes under such circumstances. However, it is certain that during such events, it would be beneficial to have more installed membranes.

In March, CH2M HILL met with former City Manager Ben Bifoss to discuss the status of the membranes, progress toward preventing future episodes of impaired membrane productivity, and strategies for membrane replacement. Mr. Bifoss asked CH2M HILL to help the City prepare for membrane replacement and to explore replacement options with GE on the City's behalf. He was open to the possibility of sole source procurement if fair pricing could be obtained. CH2M HILL believes that better pricing can be obtained from GE through negotiation than by competition, given plant-specific conditions at TCRWWTP (specifically water depth). Options to install another manufacturer's membranes are limited and could require substantial modification.

Membrane Replacement Alternatives

In June, CH2M HILL met with GE representatives at the plant to discuss membrane replacement. GE offered a number of alternatives, including in-kind membrane replacement and replacement using GE's latest membrane design.

GE's 500C membrane product is currently installed at TCRWWTP. Since these membranes were installed, GE's membrane chemistry, module design, and cassette design all have been improved, resulting in lower cost of ownership for new installations. The 500C module is still available (with newer chemistry), but it is uncertain how long GE will continue to manufacture this module. If 500C modules are installed in the upcoming replacement, it is likely that GE's newer 500D modules and cassettes would need to be installed in the following replacement. As described below, an advantage of installing new 500D modules and cassettes in the upcoming replacement is that existing 500C cassettes can be relocated to other trains, increasing overall plant membrane area and mitigating the risk of biological process upsets that impair membrane productivity. Advantages of updating the plant to 500D modules outweigh the cost advantage of continuing to use 500C modules; therefore, it was decided to pursue replacement using 500D modules.

GE's 500D modules come in two lengths (heights), standard and short. The water depth in the TCRWWTP membrane tanks is less than the depth of most membrane tanks, and for hydraulic reasons, it would be impractical to raise the water level. There is insufficient water depth to use GE's 500D (standard) modules, so it will be necessary to use its 500Ds (short) modules.

GE MBR facilities use air scour to maintain productivity. Air is injected beneath the modules, and rising air bubbles keep the membrane surface clean. Until recently, GE MBR facilities used "cyclic aeration," in which continuous air supply alternates to multiple sets of membrane modules such that any given module receives air only a fraction of the time. In the last few years, GE has begun using a different air scour approach called LEAP, in which air supply is directed simultaneously to all modules, and the diffusers beneath the modules produce periodic, random bursts of air.

CH2M HILL evaluated whether to continue to use cyclic aeration or implement LEAP aeration. The capital cost of LEAP membranes is higher than for cyclic aeration, and implementing LEAP would require modification of air scour facilities including piping, valves, and blowers. The overall incremental capital cost to implement LEAP instead of cyclic aeration would be about \$1.1 million, whereas the present value of expected energy savings over a 20-year period would be about \$0.4 million. Continued use of cyclic aeration is recommended.

GE determined that to match existing membrane area (filtration capacity) in each of the eight membrane trains, it would be necessary to fill 13 of 16 cassette spaces with new membranes. Each cassette space

would house one 16-module cassette and one 8-module cassette, which would function together. GE already has a 16-module cassette design and has indicated that it will develop an 8-module cassette design at no cost to the City.

If LEAP aeration had been selected, it would have been necessary to replace membranes in two trains at a time. However, because cyclic aeration has been selected, it would be technically feasible to replace the membranes in any number of trains.

When membranes in the first train are replaced, its 13 used cassettes can be distributed among unoccupied cassette spaces in the other trains (7 trains x 3 unoccupied spaces per train = 21 spaces total). However, when membranes in the second train are replaced, only five of its used cassettes can be redistributed. For the other cassettes, membrane modules would be disposed of, and stainless steel cassette frames would be salvaged. (It should be noted that new and used membranes cannot coexist in a given train.)

Membrane Replacement Cost

A competitive membrane procurement for Temecula, California (October 2012) was used as a starting point for negotiating a “competitive” membrane price for Traverse City. GE’s Temecula line item for membrane modules and cassettes was adjusted to account for differences between its Temecula scope of supply (48-module cassettes, standard-length 500D modules, and LEAP aeration) and proposed Traverse City scope of supply (8-module and 16-module cassettes, short 500Ds modules, and cyclic aeration). GE has agreed that for a near-term Traverse City purchase order, pricing would be escalated using the most recently published value for the U.S. Consumer Price Index – All Urban Users (CPI-U). While it is likely GE would honor this pricing arrangement in the future, GE would not commit to it without reciprocal commitments on the part of the City to replace membranes with GE membranes under a prescribed timeline. CH2M HILL recommends against the City making such a commitment.

The following table presents the agreed upon pricing on an October 2012 basis and shows how the price would be escalated to August 2013, the most recently published US CPI-U value at the time of this writing.

Traverse City RWWTP Negotiated Membrane Replacement Cost (per train)

Parameter	Oct. 2012	Aug. 2013
US CPI-U (basis for cost escalation)	231.317	233.877
Cassettes per train (13 of 16 spaces filled)	13	13
Modules per cassette (16+8)	24	24
Membrane area per 500Ds module (square feet)	300	300
Membrane area per train (square feet)	93,600	93,600
Cost per square foot of cassettes and modules (shipped to plant, LEAP)	\$6.66	\$6.74
Cassettes and modules (shipped to plant, LEAP)	\$623,779	\$630,682
Deduct to convert from LEAP to cyclic aeration	(\$75,000)	(\$75,830)
Cassettes and modules (shipped to plant, cyclic aeration)	\$548,779	\$554,852
Warranty (2 years, full replacement)	\$9,360	\$9,464
Design (first train only)	\$23,100	\$23,356
Saddle-type anchors (qty. 68)	\$32,643	\$33,004
Hanger arms and split collars (qty. 8)	\$55,770	\$56,387
Permeate hoses, aeration hoses, fittings, and spools	\$30,030	\$30,362
Services	\$60,000	\$60,664
SUBTOTAL (paid to GE/ZENON)	\$759,682	\$768,090
Local sales tax (at 6%)	---	\$46,085
CH2M HILL installation	---	\$10,300
TOTAL (rounded)	---	\$825,000

GE has indicated that the “design” line item applies only to the first train replaced. While GE’s scope under “services” is still being discussed, it is understood that the value shown represents a high level of participation and supervision for installation of new membranes in the first train. For subsequent trains, less GE involvement would be needed.

Recommendations

As described below, it makes sense from a technical perspective to replace the membranes in one or two trains initially, rather than replacing them all. However, we recognize that there could be administrative or financial considerations that make initial replacement of the membranes in three or more trains attractive.

Importance of Expediently Replacing Membranes in at Least One Train

The combination of new membranes in one or two trains as well as greater overall membrane area in the plant could provide needed relief during possible future episodes of impaired membrane productivity. Given the uncertainty of such episodes and potential ramifications if one were to coincide with peak flows, CH2M HILL recommends installing new membranes in at least one train as soon as practical.

Having one or two trains of new membranes is expected to allow us to determine whether occurrence or severity of impaired membrane productivity is affected by membrane age. This could affect the timing of membrane replacement in the other trains.

A benefit of not replacing all membranes at once is that the GE’s latest membrane product has greater productivity than the membranes currently installed, and it may be found that fewer cassettes are ultimately needed in each train. If so, one or more cassettes from the train(s) initially replaced would be relocated when the membranes in subsequent trains are replaced.

Deciding Whether to Replace Membranes in One or Two Trains

In deciding whether to replace membranes in one or two trains initially, there are several considerations:

- Replacing the membranes in one train would have lower initial capital expenditure. (GE has indicated that there is no pricing economy of scale to replace multiple trains at a time.)
- Replacing the membranes in two trains (versus one) would further improve the plant’s ability to cope with possible episodes of impaired membrane productivity.
- Replacing the membranes in one train would allow all existing used cassettes to be put to use, whereas replacing the membranes in two trains would result in some membrane disposal, possibly before their full value is realized.

Evaluating Mounting Bracket Details

GE has suggested that before replacing the membranes in a full train, it would supply one 16-module and one 8-module cassette for installation in an existing available cassette space in order to determine mounting bracket details. When new membranes are installed in the first full membrane train, these “pilot” cassettes would be moved to that train. These cassettes would be considered part of the first replacement order, and GE would not expect payment for them until the first full order was placed. Only in the event that the City did not enter into a contract with GE by end of 2014 to replace membranes in at least one train would GE invoice the City for \$75,000. CH2M HILL endorses GE recommendation to install pilot cassettes and believes this should be done as soon as practical. GE has indicated that it could provide the pilot cassettes in early 2014.

Recommendations Summary

In summary, CH2M HILL's recommendations for membrane replacement at TCRWWTP are as follows:

- In early 2014, install one 16-module and one 8-module cassette in an available cassette space to determine mounting bracket details.
- Use the pricing that CH2M HILL has negotiated with GE rather than competitive procurement. The approximate total cost per train is **\$825,000** in today's dollars.
- As soon as practical, install new GE membranes in one or two of eight membrane tanks, and move the used membranes and cassettes to available spaces in the other trains. (Membrane delivery at the plant is expected approximately 20 weeks from signed purchase order.)
- Monitor membrane performance and replace the membranes in other trains on an as-needed basis.
- Budget for replacement of membranes in the other trains: half in 2015 and half in 2016. This does not reflect maximum possible membrane life; however, it will be important to have funds available whenever the membranes need to be replaced.
- Following replacement of the membranes in all eight trains, subsequent membrane replacements will cost less, as only new modules will be required (not cassettes).

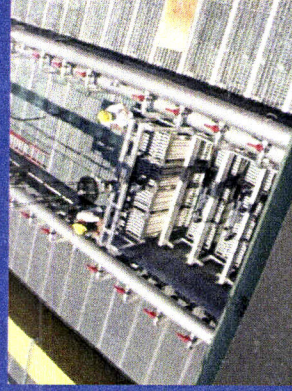
Addendum

The City has asked about ZENON's original guaranteed membrane module replacement price. In 2002 dollars, the cost per train was \$380,000. Escalated to today's dollars, the cost per train would be \$465,000. This is an uninstalled cost for membrane modules (not cassettes), delivered to TCRWWTP. Allowing for membrane warranty (\$10,000), new hoses and other replacement parts (\$30,000), sales tax (\$36,000), GE installation services (\$90,000), CH2M HILL installation services (\$10,000), and used module disposal (\$5,000), the cost per train would be approximately **\$650,000** in today's dollars.

The original guarantee has expired, but GE/ZENON appears willing to honor it. While the cost per train is less than CH2M HILL's recommended approach, it does not include new cassettes, which are needed to increase plant-wide installed membrane area and mitigate the risk of biological process upsets that impair membrane productivity. It also does not update the plant from its current module design (500C) to GE's latest module design (500D). GE does not expect to manufacture the 500C module indefinitely, which means new 500D cassettes would be required in the future. Lastly, stress cracks have occurred in some of the existing stainless steel cassettes, which have been repaired by adding bracing; the existing cassettes are showing wear. For these reasons, CH2M HILL recommends updating the plant to 500D modules and cassettes rather than installing new 500C modules in existing 500C cassettes.

CH2MHILL®

Traverse City Regional Wastewater Treatment Plant Membrane Technology



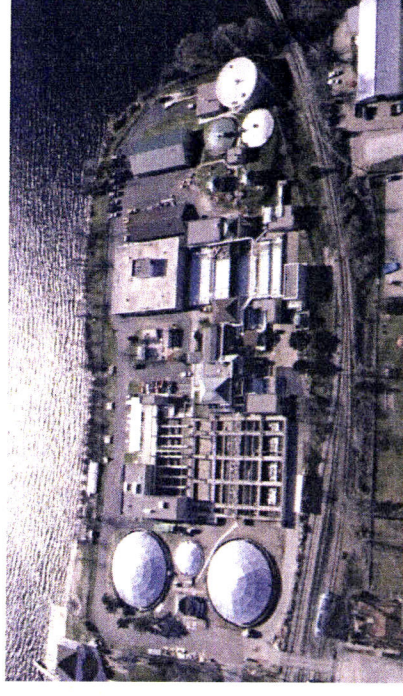
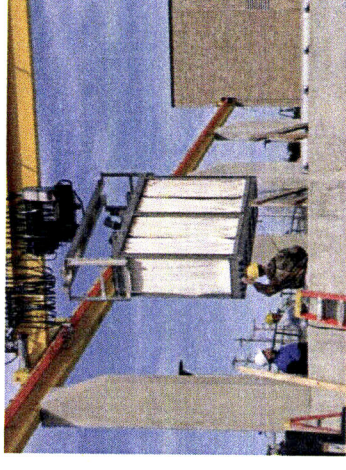
*City Commission and Grand Traverse County Board of
Public Works Joint Study Session
December 9, 2013*

Agenda

- Background
- Current situation
- Recommendations
- Discussion

Background

- CH2M Hill has operated the Traverse City RWWTP since 1990
- Plant was converted to membrane bioreactor (MBR) process:
 - To increase capacity (based on flow projections)
 - To improve effluent quality (new discharge limits)
 - To fit within existing fence line (maintain adjacent park and defer construction on separate site)
- Began producing high-quality, membrane-filtered effluent July 2004
- Largest MBR facility in North America at the time (now #15)
- Excellent record of discharge permit compliance



Current Situation

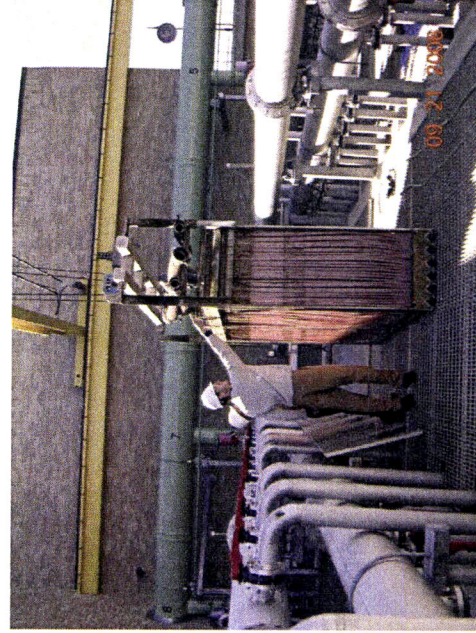
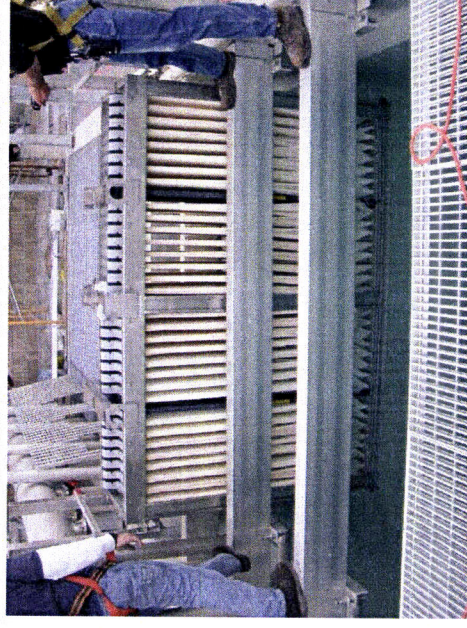
- Typical membrane life
 - 8-10 years
 - End of life is not reached suddenly – potting failure and/or gradual increase in pressure and chemical cleaning requirement
- TCRWWTP membranes
 - Approaching 10 years of service
 - Plant is operating at 60% of design capacity
 - Historical low operating flux and gentle cleaning could extend membrane life
 - However, stainless steel cassettes are showing wear and have been repaired
- Episodes of impaired membrane productivity
 - Not reported elsewhere - apparently unique to TCRWWTP
 - Cause and prevention uncertain - actively being studied
 - Unpredictable - risk of not being able to process flow as quickly as it arrives

Michael Richard, PhD wrote, *“The Gram positive commas were not in the flocs, but dispersed and in clump... These cause membrane plugging because of their small size, dispersed nature and positive charge...”*

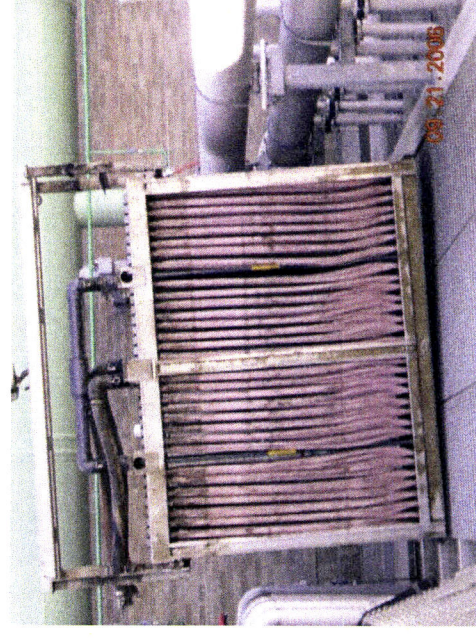
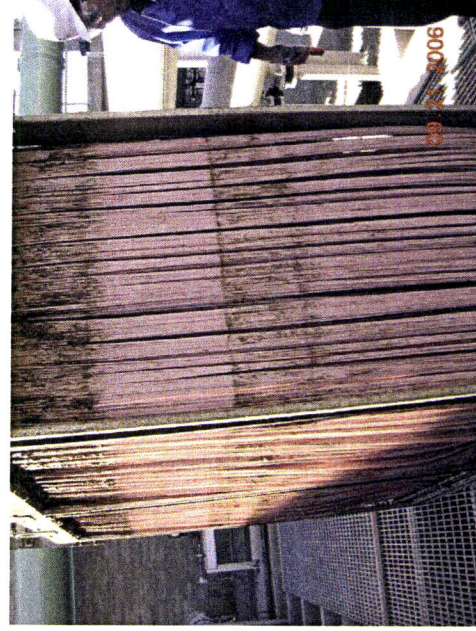
Traverse City RWWTP Membrane Photos



2004 (new)



2006



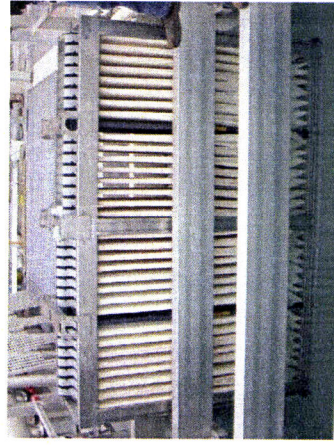
Recommendations

- Mitigate risk of impaired membrane productivity:
 - As soon as practical, install new membranes (modules and cassettes) in one membrane train
 - Redistribute membranes cassettes from that train to available spaces in the other trains (no waste of residual membrane life)
 - Increased membrane area (reduced flux) will allow more flow to be processed during impaired productivity events
 - Assess whether membrane age is a factor
- Monitor membrane performance and replace membranes in other trains on an as-needed basis
- Budget for replacement of membranes in other trains (half in 2015 and half in 2016)

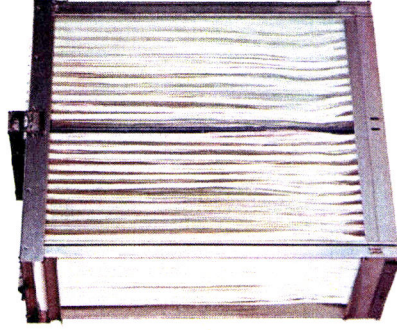
Membrane Replacement

- ZENON 500C membranes currently installed (500C32M)
- General Electric (GE) purchased ZENON in 2006
- GE uses 500D membranes for its latest designs;
 - Will not manufacturer 500C membranes indefinitely; expectation is 2 to 4 more years
 - Standard 500D48M cassette will not fit at TCRWWTP
 - However, short 500D modules in smaller cassettes will fit

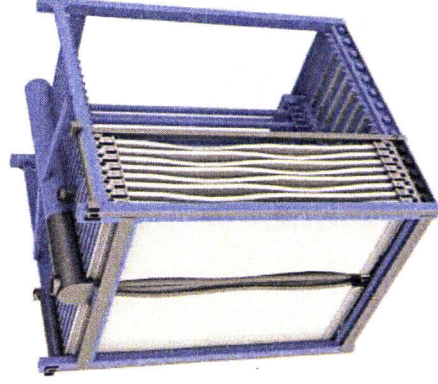
1-1/2 of these
(500D16M + 500D8M)
fill the space of one
existing 500C32M
cassette



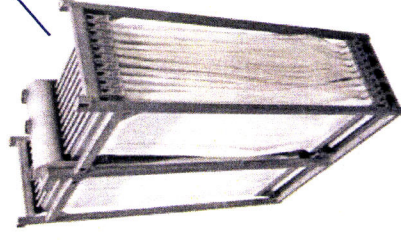
500C32M
(non-standard)



500C22M
(standard)



500D48M
(standard)



500D16M
(standard)

Membrane Replacement Options

- Install new 500D membranes and cassettes in one train
 - \$825,000 per train
 - **Recommended** because this achieves goal of adding membrane area
 - Once 500D cassettes are installed, subsequent module replacement without cassette frames would cost ~\$740,000 per train (preliminary estimate)
- Install new 500C membranes in existing cassette frames
 - \$650,000 per train
 - **Not recommended** because this would not increase installed membrane area, and existing cassettes are showing wear
- Install new 500C membranes and cassettes
 - ~\$725,000 per train (preliminary estimate)
 - **Not recommended** because subsequent membrane module replacement likely would require new frames (would be investing in soon-to-be obsolete cassette hardware)

Membrane Cost Increase Since Original Installation (New 500C Modules in Existing Cassette Frames)

Item	2002	2013
Canadian Consumer Price Index	100.0	123.1
Membrane modules	\$377,700	\$465,000
Warranty (2 years)		\$9,600
Hoses & miscellaneous parts		\$30,600
GE services		\$90,000
SUBTOTAL		\$595,200
Local sales tax @ 6%		\$36,000
CH2M Hill services		\$10,000
Used module disposal		\$5,000
TOTAL (rounded)		\$650,000



To: Jered Ottenwess, City Manager

From: Rob Bacigalupi, Executive Director

RMB

Re: Public Art Ordinance

Date: Tuesday, December 2, 2014

The DDA Board, at their October 17, 2014 Board meeting, approved a draft public art ordinance prepared by a committee with the City Attorney's help. We look forward to discussing this in detail with the City Commission at their December 8 Study Session. Attached are the following documents related to the proposed public art ordinance:

- Public Art Ordinance FAQ
- Current Monument and Public Art Policy
- Proposed Traverse City Public Arts Commission Public Art Guidelines
- Proposed Public Art Ordinance
- One Percent For Art (estimating how much revenue one percent of eligible capital improvements would generate for public art annually)

I look forward to discussing this on Monday!

Traverse City Public Art Ordinance Frequently Asked Questions (FAQ)

A. Public Art and Placemaking go hand-in-hand

What is Public Art, and what is its role in Placemaking?

“Public Art” is government sponsored or funded artwork created by or with professional artists and legally sited in publicly-accessible venues. It improves our quality of life because it makes us stop and open our eyes... it ignites conversation. Public Art and Placemaking go hand-in-hand.

B. Traverse City has the opportunity to strategically evolve its current Public Art Policy

Does Traverse City have a Public Art Policy today?

Yes. Currently, there is a *Monument and Public Art Policy* that was adopted by the Traverse City Commission on January 6, 2003. This Policy details how the public or an organization shall make requests for donated monuments and public art pieces to be located within on public property within the city. The city’s Parks and Recreation Commission then the City Commission react and respond to these requests as they occur.

Could Traverse City benefit by evolving its current Policy into a more *proactive* one?

Yes. Traverse City has the opportunity to strategically and consciously expand its collection of public art and monuments. By developing a *proactive* Public Art Ordinance that builds upon the 2003 Policy, Traverse City will have a process in place to plan for, professionally seek out, and evaluate opportunities for locating commissioned, leased, and donated artwork and monuments within the city limits. Over 350 cities throughout the United States have successfully developed and implemented Public Art Policies, and Traverse City can benefit from established best practices.

What would be the objectives of a proactive Public Art program?

A planned, strategic Public Art Ordinance would help to ensure that Traverse City:

- Builds a diverse collection of permanent and temporary artworks, accessible to all
- Engages local, regional, and national artists from multiple disciplines
- Includes artworks of highest design quality – not necessarily highest costs
- Fosters an environment where diverse viewpoints are welcomed and shared
- Provides artists the opportunity to explain their work and help broaden understanding
- Leaves a legacy of artwork for future generations

C. Start with a city-wide approach that serves as catalyst for a regional arts destination

Where would this Public Art Ordinance apply?

It is envisioned that the Public Art Ordinance and Traverse City Arts Commission would serve the entire City of Traverse City. And while the DDA has taken the lead in researching best practices for Public Art Ordinances and how a tailored program may ideally work for Traverse City, the DDA has created a committee consisting of various stakeholders with the intention of successful implementation.

Could bordering townships review and adopt this Policy if they choose?

Yes. Area townships may not have a Public Art Policy today and it may save them time to take implement Traverse City's program, when confirmed, and tailor it to meet their needs if they choose to do so. Subsequently, if neighboring townships institute a policy, there may be opportunities to collaborate with the city on traveling art exhibits or leased artworks to save costs while bringing higher-quality artwork from regionally and nationally-acclaimed artists to our local audiences.

D. Appoint an Arts Commission that has complete responsibility and authority to act

Who would oversee the Public Art Program in Traverse City?

The Public Art Ordinance has been drafted that a dedicated Arts Commission, appointed by the City Commission, would be identified with the responsibility and authority to own the process, manage, and execute for the city.

The Traverse City Arts Commission will consist of seven members who will be registered electors of the City or members of the Downtown Development Authority Board of Directors and will have evidenced interest in the advancement of Public Art in the City of Traverse City. The City Commission will appoint four members from the following public bodies of the City: one from the Parks and Recreation Commission, one from the Downtown Development Authority Board of Directors, one from the Planning Commission, and one from the City Commission. The City Commission will appoint the remaining three members of the Traverse City Arts Commission from the registered electors of the City. The City Manager, or the designee of the City Manager, shall be a member of such an advisory committee with full authority of vote.

A five-member Art Selection Panel would also be appointed to review proposals and make recommendations to the Arts Commission.

What would be some of the main responsibilities of this Arts Commission?

While the Arts Commission would be responsible to identify its own processes and practices, a summary of duties would be:

- Develop a Public Art Master Plan for the City
- Recommend the purchase of works of Public art or commission the design, creation, execution and/or placement of Public Art
- Responsible for promoting the arts in the community
- Advise the City Commission on matters pertaining to the arts program
- Manage all competitions for commissioned artwork

Is there a point in the "process" where public input would be sought?

Yes. Following other cities' best practices, there would be several opportunities for the public to be involved in various parts of the process, such as:

- The development of the Public Art Master Plan would be thoughtfully communicated and seek public input throughout the process
- The make up of the Arts Commission will have representatives from not only the City Commission, but DDA and Parks and Recreation, creating additional opportunities to keep the public informed on the public art programs by discussing all proposals and engaging the public in the process
- Meeting agendas would be posted on the City's web site; every meeting is open to the public

If the Arts Commission is effective, what would they deliver to the community?

The Arts Commission would have full responsibility and authority to act, including setting its annual goals and effectively communicating to the public and city stakeholders. Given this, a possible goal might be to execute one commissioned artwork piece per calendar year. Execution of commissioned artwork could be complemented by adding leased or temporary art in selected Master Plan locations as these opportunities arise.

E. Identify a reliable funding mechanism based on best practices

What are the funding sources that the Arts Commission would be considering?

How a Public Art Policy is set up and funded will help to ensure its success.

Many cities use a 1% or ½% CIP budget to enable a reliable funding mechanism for public art. The Traverse City Arts Commission would consider and seek funding from the DDA and City based on the projections of 1% for Art.

Why public funding?

The arts are an important educational component to foster our community in a positive direction and also serve as an economic development tool. Developing a stable source of funding for public art will ensure community access to arts and instill community pride.

Research shows that youth who participate in comprehensive, sequential, and rigorous arts programs are:

-More likely to be recognized for academic achievement, to be elected to class office within their schools, participate in a math and science fair, to win an award for school attendance, to win an award for writing an essay or poem, and to have improved scores on ACT and SAT tests

F. Communicate consistently and clearly how the process works so that individuals and organizations can become actively involved

How will the Public Arts Commission Process work?

Phase One: Assess the Project
Phase Two: Call for Proposals or Artists
Phase Three: Artist Selection
Phase Four: The Artist and Work of Art
Phase Five: Public Education/Information
Phase Six: Contracts and Budget
Phase Seven: Documentation/Evaluation

What is an example for how “Leased Art and Traveling Exhibitions” would work?

For example, “Leased/temporary Art and Traveling Exhibitions” may be located on a designated site within the Master Plan for a period of time.

Will there be an opportunity for monetary and artwork donations?

Yes. The Public Art Guidelines specifically address how artwork donations and monetary donations will be handled. All artwork donations or monetary donations proposed for a specified project will be evaluated based on the goals of the public art program and the Public Art Master Plan.

G. Ensure everyone understands, up front, how every project cost will be covered

There are many costs associated with public art. Who is responsible for what?

While the Arts Commission would have the responsibility and authority to establish processes and practices and make the final decisions, best practices have identified the following guidelines:

Commissioned Art – The Arts Commission identifies and seeks approval from the City Commission for a budget to commission an artwork: Expenditures would include payment to artist; artwork including transportation to site; installation and lighting; signage; maintenance; insurance; artist's travel and lodging to Traverse City for public education/speaking purposes.

Leased Artwork and Traveling Exhibitions – The Arts Commission identifies and secures all funds to cover: lease payment to artist or institution; transportation to site; installation and lighting; signage; maintenance; insurance; artist's travel and lodging to Traverse City for public education/speaking purposes.

Donation of Existing Art and Donation of a Memorial or Monument – The Donor(s) is responsible for all funds to cover: transportation to site; installation and lighting; signage; maintenance; insurance; artist's travel and lodging to Traverse City for public education/speaking purposes.

###



MONUMENT AND PUBLIC ART POLICY

This policy is designed to allow for the managed placement of monuments, memorials and public pieces of art in Traverse City parks and public spaces. The intent of this policy is to provide a structured procedure for the review of the proposal and the subsequent placement of items in parks and other City property (excluding road rights-of-way and alleys). Monuments will be limited to events and groups of historic or local significance and will be limited in total size, including base, to four feet wide, three feet tall and one foot deep.

Monument-free areas on specific monument zones may be designated by the City Commission to protect natural features or the character of a park or public area.

Requests for proposed items will first be reviewed by the Parks and Recreation Commission followed by the City Commission with opportunity at both levels for public input.

1. Monument and Public Art Review Process.

A. Review Criteria:

The Parks and Recreation Commission will consider several factors before making a recommendation. These will include but not be limited to:

1. Location, develop list of possible locations.
2. Character of area.
3. Safety factors to pedestrians, park users, motorists.
4. Size of item versus area of proposed installation.
5. Proximity and density of other monuments and/or public art.
6. Blocking of view corridors to bay or other significant natural features.
7. Appropriateness of item for public display.
8. Impact on park and public land usage.

The types of proposed installations to be sent to the Commission would be monuments of historic or local significance recommended by individuals, groups or organizations, and public art pieces. Items to be reviewed only by City Staff would be trees and landscape features, benches, tables, play equipment, drinking fountains, or other simple public improvements.

B. Recommendation Process:

At the conclusion of a favorable review process by the Parks and Recreation Commission, a recommendation to approve the proposed installation would be made to the City Commission. If there were no support from the Parks and Recreation Commission, at the request of the applicant, the request would be forwarded to the City Commission.

C. Upkeep of Monuments and Public Art:

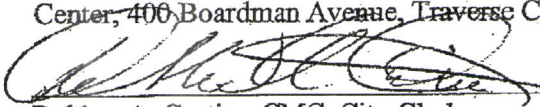
As part of the approval process, the individual or group proposing the installation shall enter into an agreement with the City to provide the necessary financial and/or physical resources to keep the monument or art piece in good condition.

If the monument or public art is damaged due to vandalism, storm, vehicular accidents, or various acts of God, the party responsible for installation of the piece will be responsible to repair or replace it in such a manner and time period deemed acceptable by the City. If the group is unable or unwilling to make the needed repair or replacement, the City may remove the item with no responsibility to repair or replace the item.

D. Public Recognition of the Item Installed:

A small plaque or other identification method may be placed on or near the item as space allows. The size, type and location of such recognition is subject to review by the Parks and Recreation Commission and the City Commission. The recognition could indicate by whom the item is being donated, or in whose honor or memory the item is being donated.

I hereby certify that the above Policy was adopted by the Traverse City City Commission at its regular meeting held on January 6, 2003, in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.



Debra A. Curtiss, CMC, City Clerk

Adopted:
Effective:

Traverse City Arts Commission Public Art Guidelines

Introduction

In 2014, the City of Traverse City embarked on a public art program, and joins cities around the country that have enlivened their appearance and their appeal through the placement of art where the community gathers such as parks, buildings, plazas, pedestrian and vehicular access paths.

Funding

The Public Art Ordinance provides the City Commission shall annually appropriate an amount not to exceed \$45,000 from the general fund to the Public Arts Trust starting in fiscal year 2015/16 to be used in accordance with this Chapter. The Downtown Development Authority shall annually appropriate an amount not to exceed \$25,000 to the Public Arts Trust starting in fiscal year 2015/16 to be used for in accordance with this Chapter within the Downtown District Funds collected in the Public Arts Trust will be expended consistent with Chapter 299 of the City of Traverse City's Codified Ordinances.

Statement of Purpose

The City Commission of Traverse City finds that the presence of public art advances the interests of the City, increases its desirability, aids in the enhancement of property values, promotes economic growth, and contributes to the general welfare of the City's citizens. The City Commission believes that public art should be encouraged and, therefore, establishes the following regulations to direct the inclusion of the works of art in the public spaces of the City.

The public art program enhances life in Traverse City. Art in public places provides opportunity for visual delight; it can stimulate community dialogue by challenging familiar experience. Public art enriches lives as it creates a more cultural urban environment.

Goals of the Public Art Program

The goals of the City of Traverse City's Public Art Program are to:

- promote the visual arts in Traverse City.
- include works of art representing a broad variety of media, styles and community interests.
- provide opportunities for artists of all racial, ethnic and cultural backgrounds, disabilities and other diverse groups.
- enhance the urban environment and public spaces throughout the City.
- pursue opportunities to inform the public regarding public art including public participation in all phases of the public art process.

- document, maintain and conserve works of art in the public art collection.

Traverse City Arts Commission

The Traverse City Arts Commission will develop a Public Art Master Plan and recommend its adoption to the City of Traverse City Planning Commission and then City Commission. The Arts Commission shall regularly assess its consistency with the City Master Plan and Parks and Recreation five-year plan.

The Traverse City Arts Commission is responsible for the administration and overall management of the City of Traverse City's Public Art Program, implementation of the Public Art Master Plan, including budget supervision, securing a site location; releasing a call for proposals or call for artists, identifying and contracting with the artist, supervising fabrication and placement, creating signage, coordinating public art dedication and carrying out an educational program.

Art Selection Panel

The Art Selection Panel (ASP), a five-member panel appointed by the Traverse City Arts Commission, will review proposals and make a recommendation to the Traverse City Arts Commission.

The Art Selection Panel members must:

- be art professionals familiar with the special characteristics of Traverse City;
- have a strong background in the visual arts and have been involved in a public art selection process previously;
- be free of conflict of interest or the potential for financial gain from either the project or the purchase of that specific work of art by the City;
- be willing to sign a conflict of interest statement.

The ASP will have a strong working knowledge of public art, including aesthetic concerns, community involvement, compatibility issues, funding and contracts, documentation, placement, landscaping, cost for maintenance and site concerns. The members may consult with landscape architects or other project design professionals as needed.

The ASP is composed of arts professionals to assure objective judgment based on the critical success and professional accomplishments of the artists under consideration and to find the best possible match between the site, the community and artist.

The Traverse City Arts Commission will solicit proposals for specified projects and the ASP will evaluate the proposals based on the goals of the public art program and make a recommendation to the Traverse City Arts Commission.

In cases where there are multiple stakeholders, the Arts Commission may choose to appoint additional non-voting members representing stakeholders to the ASP.

Donations

Groups or individuals may request that the Traverse City Arts Commission consider the placement of a donated work of art or funds to initiate a new public art project.

The following parameters apply:

Artwork Donations

A potential donor of artwork will submit a written proposal, including an example of the proposed artwork, for initial review to the Traverse City Arts Commission. The donor will present the actual artwork or an image of the artwork for approval.

Following the initial Arts Commission review, the artwork will be reviewed by the ASP, which will evaluate the proposal based on the goals of the public art program and the Public Art Master Plan. The Arts Commission does reserve the right to reject artwork donations.

After evaluating the proposal, the ASP will make its recommendation to the Traverse City Arts Commission.

Gift proposals should include:

1. A site plan that locates the artwork if a specific location is proposed
2. Description of materials included in the artwork
3. Installation details
4. Recommended maintenance plan
5. Source of funding, if any, for installation and maintenance

Monetary Donations

A financial donor may contribute monetary gifts to the Public Arts Trust for use in a future public art project.

If the donor proposes a specific project or commission, a written proposal must be submitted to the Traverse City Arts Commission for review and approval.

Following Traverse City Arts Commission approval, the commission will solicit proposals for the specified project and the ASP will evaluate the proposals based on the goals of the public art program and the Public Art Master Plan and make a recommendation to the Traverse City Arts Commission.

In cases where there are multiple stakeholders, the Arts Commission may choose to appoint additional non-voting members representing stakeholders to the Art Selection Panel.

Public Arts Commission Process

The phases below outline the process for carrying out a commissioned public art project. The Arts Commission will engage the public at various stages of the process.

Phase 1: Assess the Project

At the earliest stage, the Traverse City Arts Commission discusses the feasibility of a proposed public art project. These discussions include, but are not limited to, the following questions:

1. How would the public art project serve the goals of the public art program and Public Art Master Plan and the needs of the community?
 - What art is currently included in the City's program?
 - What themes, materials and style will add to the diversity of public art in Traverse City?
 - Is there an expressed interest of style preference for this site or project?
 - What site would work for this placement?
2. What site is currently available for placement and is a feasible, visible location for public art?
3. Will the community have sufficient access to the art once it is placed and will its placement enhance the public art program as a whole?
4. If a site is first chosen, what medium would be best suited for this space?
5. Is the budget sufficient to pay for this placement or will additional funds be required from another source? If other funds are to be sought, will these funds come from a grant, contribution or by collaboration with a private sector entity such as a developer?
6. What difficulties or resistance are likely to be met?
7. What time lines and other site factors that may affect placement need to be considered?
8. What are the maintenance considerations?
9. Who besides the Traverse City Arts Commission will be actively involved in this project? Will there be architects, landscape architects, engineers, residents, affected property owners (commercial or resident), other City staff or donors involved?
10. What is the proposed budget for the project, including the cost of the public art, installation costs, signage and all other associated costs?
11. What is the timeline for the project?

Once the Traverse City Arts Commission has considered the above, it may choose to formally pursue the project by a majority vote of the commission. If the commission is unable to achieve a majority vote of its members for a project, it may continue with the discussion to resolve issues of concern.

Phase Two: Call for Proposals or Artists

Prior to sending out a Request for Proposal (RFP) or Request for Qualifications (RFQ), the Traverse City Arts Commission will seek authorization from the City Commission for expending funds and for the Arts Commission to enter into an agreement with recommended artists. The Arts Commission will then assess the project, establish selection criteria and meet with stakeholders, if any, to be involved in the vision. The Arts Commission will seek approval of a site plan from the appropriate staff. It is suggested that selection criteria be included in the RFP or RFQ.

The selection criteria could include originality of artwork, credentials of artist(s), relevance of artwork's theme, sustainability and maintenance. Criteria can be changed or modified depending on the needs in the RFP. The creation of selection criteria will set up an agreed upon expectation as to what basis the RFP or RFQ should be judged upon.

Upon agreement, the Traverse City Arts Commission will prepare and send out the RFP or RFQ. This call includes project specifics regarding the location, style or nature of the placement, type and theme of project, maintenance considerations and a budget. It is distributed to artists locally, throughout Michigan and nationally, so that the best possible pool of candidates can be assembled.

Applicants may be asked to provide examples of work (2D or 3D), a resume, a statement of interest in the project, an artist's statement and a budget. Artists are free to include other materials as they wish.

The Traverse City Arts Commission staff will then catalog all the artists and/or proposals.

Phase Three: Artist Selection

The ASP is called upon by the Traverse City Arts Commission to review the proposals. The ASP will review the proposals and other artist materials. It may choose to interview artists to gather additional information on the proposals, including revisions to artwork.

After deliberating on the proposals, the ASP will make a recommendation to the Traverse City Arts Commission. The ASP may choose to recommend one artist and/or proposal or a list of finalists. The Arts Commission may recommend that the finalists be displayed to the public for community feedback.

Phase Four: The Artist and the Work of Art

Once the ASP has made its recommendation to the Traverse City Arts Commission, the commission then reviews the recommendation and votes to accept or reject the recommendation. Once the recommendation has been approved by the Traverse City Arts Commission, the artist will be notified that he/she is a finalist in the competition.

The Traverse City Arts Commission may also arrange a site visit for the artist(s) so that she/he may learn about the project in more detail, its location and specific features, budget and any architectural/engineering information that is pertinent. In addition, the Traverse City Arts Commission may choose to have the artist meet with community members, stakeholders and City staff involved in the project.

Phase Five: Public Education/Information

A public art program can only be as successful as its community support. This requires an ongoing educational program that provides ample opportunities for community discussion, analysis and debate about the significant topics involved with public art. It must also provide for the informational needs of the community as a particular project is developed. The educational program is a part of the responsibilities of the commission and should be an ongoing part of the commission's annual activities.

Phase Six: Contracts and Budget

Once an artist is selected and a final budget agreed upon, the Traverse City Arts Commission will enter into a contract with the artist. The dollar amount of the contract is subject to the funds approved by City Commission and allocated to the project and the artists' fees and fabrication costs, as well as other expenses as allowed under the terms of the public art ordinance.

The contract itself is completed under the supervision of the City Manager and the City Attorney. It is a standard contract for services and transfers ownership of the art to the City at the time of installation. The contract should ensure that the art becomes the full property of the City, with no rights remaining with the artist, and should also provide for the removal of the art at such time that this is deemed necessary. The contract may also protect the City from the artists duplicating the exact work for sale to others.

The Traverse City Arts Commission and its staff liaison work together with the artist to bring the project to completion. Commissioners may enhance their understanding of the work as it is fabricated by visiting the artist's studio, exchanging photographs or inviting the artist to a meeting for an update. Other City staff, community members and professionals related to the project also collaborate to complete the project. This process may take a number of months, depending on the complexity of the art, the extent of fabrication, and the time needed to install the art.

Once the art is installed, the City may hold a dedication ceremony to formally introduce the art and the artist to the community. City Commission members, the City Manager and the commission will work together to assure this event is appropriate to the art and the location and that the dedication event will be open to the public. The art and artist will be identified with an appropriate plaque on the site.

Phase Seven: Documentation/Evaluation

The Traverse City Arts Commission will periodically review the Public Art Guidelines and Public Art Master Plan to determine how they can be improved to better meet the community's needs and interests, and the goals of the public art program, especially immediately following a selection.

The Traverse City Arts Commission will be responsible for documenting the City of Traverse City's public art. This will include art placed through the public art program and other art that is either donated to the City for public display or is otherwise owned by the City. This documentation will include a file on each work with basic information including date, acquisition process, artist and photographs. It may also include a public art brochure, video tapes and other records of the City's art works.

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CHAPTER 299

PUBLIC ART

299.01 Purpose and Intent

The City Commission of Traverse City finds that the presence of public art advances the interests of the City, increases its desirability, aids in the enhancement of property values, promotes economic growth, and contributes to the general welfare of the City's citizens. The City Commission believes that public art should be encouraged and, therefore, establishes the following regulations to direct the inclusion of the works of art in the public spaces of the City.

299.02 Definitions

- A. "Arts Commission" shall mean the Traverse City Arts Commission established pursuant to Section 30 of the City Charter.
- B. "Eligible Fund" shall mean a source fund for construction projects from which art is not precluded as an object of expenditure. Eligible Funds shall exclude those funds expended for construction of utilities.
- C. "Public Arts Trust" shall mean a fund established by the City Treasurer to be used consistent with its duties as outlined in this Chapter.
- D. "Public Art" shall mean Works of Art located in highly visible public areas or private property areas that are highly visible from public areas. These are:
 - a. Outdoor areas on public property or outdoor areas on private property that are highly visible from public areas.
 - b. Interior areas that are highly traveled public areas in public or private buildings. Specifically excluded are interior areas not accessible to the general public (offices, work stations, cafeterias).
 - c. Interior and exterior wall surfaces on or in public or private buildings when the work of art is attached to the wall surface, such as a mosaic or mural and the wall surface is visible from an area that is highly traveled by the public.
 - d. Notwithstanding anything to the contrary contained in this Chapter, unless funding from the Public Arts Trust is provided for the Public Art, this Chapter shall not apply to Public Art to be located on real property not otherwise subject to City authority.
- E. "Works of Art" shall mean all forms of original creations of visual art, including, but not limited to:
 - a. Sculpture: In the round, bas relief, high relief, mobile, fountain, kinetic, electronic, etc., in any material or combination of materials.
 - b. Painting: All media, including portable and permanently affixed words, such as murals and frescoes.

- c. Architectural Design Features: Visual interest that may be freestanding or placed on roadway structural features such as noise walls, retaining walls, sidewalks, bridges, bike paths or approved engineered structures.
- d. Mosaics
- e. Mixed media: Any combination of forms or media including collage.
- f. Digital art: An artistic work or practice that uses digital technology as an essential part of the creative or presentation process.
- g. Photography

299.03 Establishment.

There is hereby established an Arts Commission pursuant to Section 30 of the City Charter and upon recommendation of the City Manager.

299.04 Establishment of Public Arts Trust

There is hereby established a "Public Arts Trust" fund into which will be deposited the funds appropriated pursuant to this Chapter and from which expenditures may be made for the acquisition, commission, exhibition, and maintenance of works of art consistent with this Chapter.

A. Funding For Public Art: The City Commission shall annually appropriate an amount not to exceed \$45,000 from the general fund to the Public Arts Trust starting in fiscal year 2015/16 to be used in accordance with this Chapter. The Downtown Development Authority shall annually appropriate an amount not to exceed \$25,000 to the Public Arts Trust starting in fiscal year 2015/16 to be used for in accordance with this Chapter within the Downtown District. The amounts contained in this subsection may be amended through amendment of this Ordinance.

B. Private Funding of Public Art: All funds placed into the Public Art Fund through private donations or donations creating an exemption shall be expended for Public Art as hereafter provided

299.05 Inclusions and exclusions relative to expenditures for Public Art.

- A. Inclusions. The portion of the Public Arts Trust reserved for Works of Art may be expended for the following:
 - a. The cost of the Public Art and its installation
 - b. Identification plaques and labels.
 - c. Waterworks, electrical and mechanical devices and equipment which are an integral part of the Public Art.
 - d. Frames, mats, and simple pedestals necessary for the proper presentation of the Public Art.
 - e. Maintenance and repair of the surface of the Public Art.
 - f. Fees to artists for the execution of final proposals for the arts commission to select from.

- g. Honoraria for art selection panel members and reimbursement for travel and lodging expenses which are approved in advance by the city manager.
 - h. Exhibitions, marketing and educational programs.
 - i. For the support of artistic special events at a cost not to exceed five percent of the appropriation reserved for the Public Art.
 - j. Administrative expenses at a cost not to exceed fifteen percent of the appropriation reserved for the Work of Art.
- B. Exclusions. The portion of the Public Arts Trust reserved for Works of Art may not be expended for the following:
- a. Reproductions by mechanical or other means of original Works of Art, however, limited editions controlled by the artist may be included.
 - b. Art objects which are mass produced or of standard designs, such as playground sculpture or fountains.
 - c. Exhibitions, marketing and educational programs beyond that allowed in subparagraph (a)(h) of this section.

299.06 Traverse City Arts Commission; Composition; Terms of Office; Compensation; Expenses

The Traverse City Arts Commission will consist of seven members who will be registered electors of the City or members of the Downtown Development Authority Board of Directors and will have evidenced interest in the advancement of Public Art in the City of Traverse City. The City Commission will appoint four members from the following public bodies of the City: one from the Parks and Recreation Commission, one from the Downtown Development Authority Board of Directors, one from the Planning Commission, and one from the City Commission. The City Commission will appoint the remaining three members of the Traverse City Arts Commission from the registered electors of the City. The City Manager, or the designee of the City Manager, shall be a member of such an advisory committee with full authority of vote.

All members of the Traverse City Arts Commission, excluding those appointed from the Parks and Recreation Commission, Downtown Development Authority Board of Directors, Planning Commission, and City Commission, will be appointed to terms of three years. All members of the Traverse City Arts Commission appointed from the Parks and Recreation Commission, Downtown Development Authority Board of Directors, Planning Commission, and City Commission will be appointed to terms of three years or for the length of their terms on their respective public bodies, whichever is shorter. Members will be eligible for reappointment. Members will serve without compensation, but may be reimbursed for actual expenses incurred in Commission activities consistent with this Chapter.

The Art Selection Panel, a five-member panel appointed by the Traverse City Arts Commission, will review proposals and make a recommendation to the Traverse City Arts Commission. The Art Selection Panel shall be comprised of one representative from the Arts Commission and four arts professionals, who have knowledge of the visual arts

and/or design (public art administrators, artists, architects, landscape architects, art historians, museum and exhibition curators, art critics, educators) and who understand the challenges of Public Art, actively participate in the selection process of artists and/or artists teams. Members of the Art Selection Panel will be appointed to terms of three years.

In cases where there are one or more stakeholders, the Arts Commission may choose to appoint additional non-voting members representing stakeholders to the Art Selection Panel.

299.07 Vacancies

In the event of a vacancy on the Arts Commission that cannot otherwise be filled consistent with this section, the City Commission will appoint a replacement to serve the remainder of the unexpired term.

299.08 Organization

- a) The Arts Commission will schedule regular meetings to be held at least once each month and at other times as necessary. All meetings shall comply with the Open Meetings Act.
- b) At the first regularly scheduled meeting, the Arts Commission will develop by-laws governing the operations of such Commission.
- c) At the first regularly scheduled meeting, a Chairperson and a Vice-Chairperson will be elected to a term of one year. Administrative staff may act as the Recording Secretary and Administrative Manager of the Arts Commission. Officers thereafter will be elected to one-year terms upon the expiration of the terms of the previously elected officers.
- d) The Arts Commission will develop a Public Art Master Plan and recommend its adoption to the City of Traverse City Planning Commission, Parks & Recreation Commission and City Commission. The Arts Commission shall regularly assess its consistency with City Master Plan and Parks and Recreation five-year plan.
- e) Four members will be considered a quorum for the transaction of business of the Arts Commission.

299.09 Duties

- a) It will be the duty of the Arts Commission to study and recommend a policy and guidelines to carry out the City's public art program and Public Art Master Plan, and any amendment thereto, which will include, but will not be limited to, a method or methods for the selection of artists or works of art and for the placement of Public Art in the City.
- b) Recommend the purchase of works of Public Art or commission the design, creation, execution, and/or placement of works of Public Art and the payment therefore from the Public Arts Trust pursuant to the following procedure:

- i) Prior to sending out a Request for Proposal (RFP) or Request for Qualifications (RFQ), the Arts Commission shall seek authorization from the City Commission for an authorized budget of funds from the Public Arts Trust and for the Arts Commission to enter into an agreement with recommended artists for the specific project under consideration.
 - ii) The Arts Commission will then assess the project, establish selection criteria and meet with stakeholders, if any, to be involved in the vision.
 - iii) The Arts Commission will seek approval of a site plan from the appropriate staff.
 - iv) The Arts Commission will prepare and send out the RFP or RFQ.
 - v) The Arts Commission shall evaluate the proposals submitted in response to the RFP/RFQ and select an artist for the project.
 - vi) Once an artist is selected and a final budget agreed upon, the Traverse City Arts Commission will enter into a contract with the artist. The dollar amount of the contract is subject to the funds approved by City Commission and allocated to the project and the artists' fees and fabrication costs, as well as other expenses as allowed under the terms of this Chapter.
- F. The Arts Commission shall be responsible for promoting arts in the community, to include, but not limited to, dissemination of knowledge with regard to arts, recognizing local artists and their work when appropriate, and cooperation with metropolitan agencies also dealing in the arts.
- G. The Arts Commission shall be responsible for reviewing Public Art proposed to be donated to be in compliance with the public art program and Public Art Master Plan. If the Arts Commission determines the proposed Public Art is not in compliance, it shall advise and provide steps to have the proposed donated Public Art comply with the applicable requirements and standards.
- H. Recommend that site plans be approved by department heads.
- I. Recommend that any proposed Public Art requiring extraordinary operation or maintenance expenses will be reviewed by the department head responsible for such operation or maintenance;
- J. Study and recommend rules and regulations consistent with this Chapter to facilitate the implementation of its duties and responsibilities under this Chapter.
- K. Advise the City Commission on matters pertaining to the arts programs within the city including review of requests for support, monetary or otherwise, submitted to the City; advise on the priority of such requests for or donations and placement of Public Art.
- L. The Arts Commission will have such other duties as designated by the City Commission from time to time.

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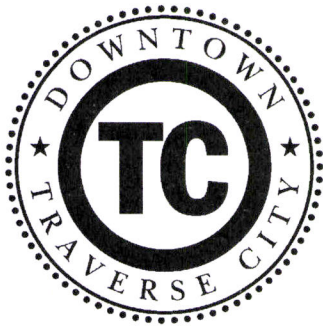
One Percent for Art
Capital Improvement Projects Submitted: Fiscal Year 15'-16'

City	DDA TIF	TCPS	Total
4,399,500.00	2,221,000.00	522,000	7,142,500.00

One Percent for Art

Total Contribution

\$71,425



To: Jered Ottenwess, City Manager

From: Rob Bacigalupi, Executive Director

RMB

Re: Parking Report and Rate Change Recommendations

Date: Tuesday, December 2, 2014

Attached is a thorough three-year Parking Report prepared by Parking Administrator Nicole VanNess. In this report, Nicole lays out a vision for the parking system that addresses improving options and customer service for downtown parkers, as well as raising revenue for the parking system's growing needs. This report includes recommendations for rate adjustments, some of which the DDA Board approved at their meeting of November 21.

Parking Best Practices

The draft plan seeks to move toward industry best practices in a few ways:

- First, we need to *maintain and update our capital assets* in a timely fashion. This requires more thoughtful asset management and maintaining revenues adequate for our needs. Our parking capital assets include a broad range of items. Meter maintenance, bike shelters and racks, parking lot and garage maintenance, and future parking decks.
- Second, we want to move toward *market-based pricing*. Parking is a commodity that should be priced to provide a multitude of options. The

industry recommends that street and surface lot parking should ideally be 80-90% occupied. This allows for high and therefore efficient utilization of facilities but also makes available parking apparent so that motorists are not circling the block in frustration looking for an open space, which can happen when facilities are too full. Front and Union Street meters, as well as many of our lots, are beyond 90% full during the busy season.

- Finally, we hope to *improve customer service* for parkers. Visitors to downtown want to have more parking options, and want to have more ways to pay for parking including with credit card on-site and online.

Our Parking & Access Committee met October 31st and reviewed an earlier version of this Parking Plan. Attached are the notes from that meeting. Based on the Parking Plan and the Committee's comments, the following recommended rate adjustments were discussed and approved unanimously by the DDA Board on November 21:

1. Adjustments to the violation rates as proposed in the table on pages 5-7 in the Parking Plan.

Table 1 - Proposed Meter Rates

2. Adjustments to meter rates according to the Table 1.
3. Limiting the free evening and weekend parking program in the Hardy Garage to from the day after Thanksgiving to January 7th effective May 1, 2015, and

Time Period	Current Hourly Rate	Proposed Hourly Rate
0 - 3.99 hours	60 ¢	\$1.00
4 - 7.99 hours	60 ¢	80 ¢
8 hours and higher	50 ¢	60 ¢

further adding the Old Town Garage to the program. Earlier this year, the DDA Board and City Commission changed the free parking to include just the months of November through April. We are recommending limiting the program to just the holiday season.

4. Increase event rates from a \$6 maximum to a \$10 maximum. The actual rate will vary depending on event duration at the discretion of the Parking Administrator.
5. Increase the daily bagged meter rates from \$10 to \$15 and \$12 for right-of-way permits. Now all meter bags are \$10 and we are proposing \$15 for standard requests and a lower rate \$12 for right-of-way permits, which tend to last longer.
6. Adjust permit rates as described on page 8 of the Parking Plan. Monthly rates for both surface lots and garages are proposed to go down whereas quarterly and annual rates go up. This is mainly to help part time or seasonal employees who are less able to afford parking versus the full-time employee who is better able to afford parking.

Table 2 - Proposed Residential Permit

7. Convert Traverse City's Residential Permit System from a "pilot" program to a permanent program, and further establish rates as proposed in Table 2.

Residential Permit for resident of the Neighborhood (2-Year)	\$48
Residential Permit for guest (1-Year)	\$96
Residential Permit for guest (monthly)	\$4

8. Establishment of a Beach Permit at the rate of \$10 per season. This rate would apply to beach lots that the Traffic Committee decides to add to the parking system. Lot RB at the volleyball courts has already been added and West End Beach and Bryant park have been discussed as being added during the summer months.

Parking & Access Committee

DDA Office

303 East Front Street, Suite C,

October 31, 2014, 8:30 a.m.

Meeting Notes

1. Introductions. The following members were present: Bill Golden, Nate Elkins, Lee Kurt, James Bruckbauer, Deb Lake (via phone), Russ Soyering, Nicole VanNess, Colleen Paveglio, Rob Bacigalupi.
2. Parking System Plan Discussion. VanNess discussed the draft Parking Plan dated 10/27/2014. The Plan addressed capital improvements, surface parking, on-street parking, parking violations, short term parking rates, long term parking rates, and specialty permits. The Committee commented on possible locations for additional bike parking including the Hardy Garage, Lot O and Lot C. The Committee specifically discussed conversion of some of the two hour meters to three hours in areas such as near the State Theatre where visits often exceed two hours. The Committee discussed the Plan's suggestion to discontinue free Garage parking on nights and weekends. There was some sentiment to keep it at least for the holiday shopping season. The Committee commented on recommended permit rate adjustments. Deb Lake urged that there be options for parkers who do not make a lot of money. Some commented that those options exist in the proposal. During the discussion of beach permits (under specialty parking) it was suggested that on-street parking be added to Grandview Parkway as a means to provide proximal parking, and help slow down traffic.
3. Discussion Regarding Proposed Rate and Fine Increases - This was discussed as part of the Parking Plan discussion above. Though most rates are proposed to be increased, there are some recommendations for rate decreases as well.
4. Downtown Direct Update. Bacigalupi reported that the program may be extended and efforts continue to recruit riders.
5. West Front Street Parking Update. Bacigalupi provided an update on discussions regarding purchase of land on the west side of downtown.
6. Other Items.
 - TART would like the Traverse City Parking System to take over the in-street bike rack in front of Pangea's. Lee Kurt will send a written request to that effect.
7. Adjourn. The meeting adjourned at 10:00 a.m.

The next meeting is scheduled for 8:30 a.m., Friday, January 30, 2015



Parking Plan

2015-2018

Version 2

Last Update Date: 11/18/2014

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CAPITAL IMPROVEMENTS

Meter Maintenance

Meter housings in all of the metered locations need to be replaced or refurbished. The housings and posts are not aesthetically pleasing for the Medical Center, downtown, or community college. For areas where we plan to keep single space housings, the lock mechanisms will be swapped out for more secure and compliant Abloy locks that will reduce tampering and theft.

Online Service

Implementing online solutions will enable customers to view their account information, update their vehicle registration(s), and transact business at their convenience.

Online Appeals

Online appeals will allow for customers to view the violation, contest their citation(s), and view the judgment decision without having to call into the office.

Online Permits

Annual Permits

Online permits will allow for customers to purchase a new permit, renew an existing permit, and pay via credit card. Permits will be configured to prorate which will allow customers to purchase permits any day of any month and pay the calculated cost of the permit. Customers will have the option to pick up their permits from the office or have them mailed.

Temporary Permits

Customers who need to park in permit areas for a short time period will be allowed to click and print permits and be billed for only the dates needed. We would also have the option to associate the permit directly with a license plate and offer paperless permitting.

Auto-renewals

We are looking into the option to offer credit cards to be linked for month-to-month auto-renewals. This will give customers the flexibility to pay for their permits monthly and charge a credit card that is on-file with their account.

Online Events

One of our long term goals would be to offer event parking online for customers who are planning to attend. Event passes would be setup on an event by event basis. Offerings could include one-time use access or defined number of uses per day for a purchased date range. The passes would allow customers to enter and exit with a printable barcode.

Tracking the presold passes would help to determine staffing needs and determine how many spaces should be set aside from available spaces.

Bike Shelters & Racks

We are reviewing areas where we can include additional bike parking to reduce the amount of congestion created when bikes are locked to meter and light posts. The overall goal is to identify a location where we can build a bicycle parking garage that is protected from the elements. Additional bike parking would be supplemented with rack stands where space is limited.

Additional Pay Stations

There are areas that could be best served by Pay Stations where customers are offered parking options. These locations would offer short-term or hourly parking or special permit parking that would allow for a day or week permit that is linked to their license plate number. These areas will require the purchase of additional Pay Stations and signage.

Accept After-hours Payments

The Hardy Garage is currently closed and locked down after closing hours. Any customers who are locked in are required to call Central Dispatch to have an Officer come and let them out of the garage. Officers are not readily available to handle these types of non-emergency requests, and it is not an efficient use of their time to respond to these requests. We would like to purchase automated payment at exit devices to allow customers to exit after hours. The existing equipment may need to be replaced due to its age, and the difficulty to obtain discontinued devices.

An additional consideration for after-hours garages is that they will need to remain accessible 24 hours a day to all customers, and be equipped with additional security cameras.

SURFACE PARKING

Existing Leases

Many of our leases are outdated, and need to be thoroughly reviewed to ensure we are paying a fair rate for all permit surface lots and distributing a fair percentage of revenue for the metered surface lots.

Parking Decks

In an effort to reduce surface parking and encourage development of current surface lots, the DDA is pursuing the purchase of land for a west side parking deck. In the past, the City has relied very heavily on TIF to pay for construction of our first two parking decks. The availability of TIF diminishes as time goes on therefore we must rely on the parking system fund to help TIF pay for a future parking deck.

ONSTREET PARKING

Hour Limits and New Meter Zones

Traditionally, metered parking downtown has always been 2 or 10 hour limits with the most recent addition of 4 hour limits. We are reviewing the areas in downtown and at Munson to determine where we can create zones and offer time limits that may be more suited for the type of business within the area, and still accommodate the demand of turnover.

We have already purchased an electronic handheld unit from our meter mechanism vendor that will allow the staff to reprogram the devices.

Permit Metered Zones

Permits for metered locations have not been offered in the past, and there are currently not any ordinances that support permits as a valid form of payment at meters. When reviewing the new metered zones, we will determine if there is a demand to offer permit metered parking in surface lots and residential for a premium rate.

PARKING VIOLATIONS

New Violation – Tampering or Falsifying a Permit

The option to purchase temporary permits online that can be printed at home will warrant the need to create a new violation to detour customer's from altering or falsifying permits.

Pay within 48 hours

We are proposing a reduced fee schedule for specific violations if they are paid within 48 hours. We will purchase a drop-box to be installed outside of our office door for after-hours payments. The payment would have to be accepted in our offices no later than the end of the second day.

Violation Rates

Below are the proposed rate increases for parking citations.

Violation Description	Current Amount	Proposed Amount
(1) Direction of parking and along curb	\$15.00	
(2) Angle parking	\$15.00	\$20.00
(3) Obstructing traffic	\$15.00	
(4) On sidewalk	\$15.00	\$20.00
(5) In front of driveway	\$15.00	
(6) Within an intersection	\$15.00	
(7) Within 15 feet of fire hydrant	\$15.00	\$30.00
(8) On a crosswalk	\$15.00	\$20.00
(9) Too close to intersection or crosswalk	\$15.00	\$20.00
(10) Too close to traffic control device	\$15.00	
(11) Too close to safety zone	\$15.00	
(12) Too close to railroad crossing	\$15.00	
(13) Too close to fire station	\$15.00	
(14) Next to obstruction	\$15.00	
(15) Double parking	\$15.00	\$20.00
(16) On bridge or in tunnel	\$15.00	
(17) Too close to accident	\$15.00	
(18) In front of theater	\$15.00	\$20.00
(19) Blocking emergency exit	\$15.00	\$20.00
(20) Blocking fire escape	\$15.00	
(21) Where prohibited by sign	\$40.00	

A. If paid within 30-60 days of violation	\$60.00	
B. If paid after 60 days of violation	\$80.00	
(22) Handicapped parking	\$100.00	
(23) Overnight during winter (November 16-April 14)	\$15.00	
A. First Violation within a one-year period		\$25.00
B. Second Violation within a one-year period		\$50.00
C. Third Violation within a one-year period		\$75.00
D. Fourth and subsequent violations within a one-year period		\$100.00
(24) Overnight on paved street (April 15-November 15)	\$15.00	\$25.00
(25) Overnight Parking on Bay Street during National Cherry Festival		
A. First Violation within a one-year period	\$100.00	
B. Second Violation within a one-year period	\$125.00	
C. Third Violation within a one-year period	\$150.00	
D. Fourth and subsequent violations within a one-year period	\$175.00	
(26) Past time limit on sign		
A. If paid within 15 days of violation	\$10.00	\$15.00
B. If paid within 16 to 30 days of violation	\$20.00	\$30.00
C. If paid within 30 days of violation	\$30.00	\$45.00
(27) In alleys	\$15.00	\$20.00
(28) For a prohibited purpose	\$15.00	\$30.00
A. Sale		
B. Washing or repair		
C. Advertising Selling Merchandise		
E. Storage for over 48 hours		
(29) On one-way street	\$15.00	
(30) Too long in passenger loading zone	\$15.00	\$20.00
(31) In freight loading zone	\$15.00	
(32) In bus or taxicab area	\$15.00	\$20.00
(33) Meter violation - first violation		
A. If paid within 2 days of violation		\$10.00
B. If paid within 15 days of violation	\$10.00	\$20.00
C. If paid between 16 to 30 days of violation	\$20.00	\$30.00
D. If paid after 30 days of violation	\$30.00	\$40.00
(34) Parking beyond time allowed on meter (Codified Ordinances Sec. 484.04)		
A. If paid within 2 days of violation		\$10.00
B. If paid within 15 days of violation	\$10.00	\$20.00
C. If paid within 16 to 30 days of violation	\$20.00	\$30.00
D. If paid after 30 days of violation	\$30.00	\$40.00
(35) Parking beyond time allowed on meter - for each additional violation at the same meter on the same day (Codified Ordinances Sec. 484.04(b))	\$15.00	\$20.00
(36) Improper parking	\$15.00	\$20.00
(37) Parking without a permit or failure to display permit		

A. If paid within 2 days of violation		\$10.00
B. If paid within 15 days of violation	\$10.00	\$20.00
C. If paid within 16 to 30 days of violation	\$20.00	\$30.00
D. If paid after 30 days of violation	\$30.00	\$40.00
(38) Parking beyond time allowed on meter - 7 or more violations within a one-year period (Codified Ordinances Section 484.04)	\$75.00	
A. If paid within 2 days of violation		\$40.00
(39) Tampering or falsifying permit		
A. First Violation		\$100.00
B. Second Violation		\$150.00
C. Third Violation		\$175.00
D. Fourth and subsequent violations		\$200.00

SHORT TERM PARKING

Meter Rates

Our metered rates have not been increased since April of 2004. Rates across Michigan currently vary between .30 and \$2 per hour. Attributing factors to the variance are zone, location and time limit. After the new metered zone review, we are considering a rate increase not to exceed \$1 per hour.

Garage Rates

At this time, there is no consideration for a rate increase at the garages. We are reviewing the operational costs, and are considering discontinuing free parking on nights and weekends. We would like to offer free parking after 5 p.m. and all day on Saturdays and Sundays in both parking garages from the day after Thanksgiving through the first week of January.

Event Rates

Event rates are currently a flat rate of \$6 per day for the duration of an event. There are many times throughout the year when the garage reaches or exceeds capacity. We are considering an event rate increase not to exceed a flat rate of \$10 per day for the duration of the event. The rate will vary based on the event.

Bagged Meter Rates

Bagged meter rates are currently \$10 per space per day and typically customers are limited to four spaces per day. We are considering a rate increase not to exceed \$12 per day with a valid City Right-of-Way permit, and \$15 per day for non-permit holders.

LONG TERM PARKING

Permit Rates

We are currently implementing permit sales through our existing parking software, and are considering simplify the rates so they can be programmed to allow for daily proration.

Surface Permit Rates

Existing Rates	Existing Rate Calculations	Existing Annual Cost	Proposed Rates	Proposed Rate Calculations	Proposed Annual Cost
\$45/month	\$2.05 x 22 days	\$533.00	\$44/month	\$ 2.00 x 22 days	\$520.00
\$95/quarter	\$1.46 x 65 days	\$379.60	\$113.75/quarter	\$ 1.75 x 65 days	\$455.00
\$345/annual	\$1.33 x 260 days	\$345.80	\$390/annual	\$ 1.50 x 260 days	\$390.00

Garage Permit Rates

Existing Rates	Existing Rate Calculations	Existing Annual Cost	Proposed Rates	Proposed Rate Calculations	Proposed Annual Cost
\$65/month	\$2.95 x 22 days	\$767.00	\$55/month	\$ 2.50 x 22 days	\$650.00
\$130/quarter	\$2.00 x 65 days	\$520.00	\$146.25/quarter	\$ 2.25 x 65 days	\$585.00
\$425/annual	\$1.63 x 260 days	\$423.80	\$520/annual	\$ 2.00 x 260 days	\$520.00

Residential Parking Permit Program (Resident)

Residential permits are offered to residents whose block have petitioned the city to implement a residential permit program. The program is a pilot that is currently free. Each residence is allowed up to 2 permits. The program allows permit holders to park and exceed the posted limit.

The program is currently being reviewed. If it is determined that fees should be implemented to cover the cost of the permits and administering the program, the rate would not exceed \$48 per permit for a 2 year residential permit. Guest passes would also be offered at a rate not to exceed \$96 per permit for 2 years or \$4 per month.

Residential Parking Permit Program (Non-Resident)

It is becoming more apparent that downtown parking is spilling into residential areas where it is controlled by posted time limits and enforcement. This is currently being reviewed. If it is determined that a non-resident permit program should be offered, the rate would not exceed \$650 per year.

SPECIALTY PERMITS

Downtown Evening Permits

The demographic of businesses within the downtown area is creating the need to consider permits that may be offered to part-time staff who only work in the afternoons into the evening. Any permits that are offered for evening parkers would not exceed a rate of \$325 per year.

Beach Permits

Most parking in and around our beaches is free, utilized by out of area guests, and is generally full during the summer season. There is consideration to add meters in the beach lots that are over capacity. City Residents would have the option to purchase a Beach Permit that would allow unlimited parking for the season (Memorial Day to Labor Day) that would not exceed \$10. All non-permit holders would be subject to the hourly Pay Station rates.

Day Permits: Motor Coach, Boat Launch, Marina Permits, Fish Weir

Pay Stations offer the convenience of selling a day permit that can be linked directly to a license plate. In these areas, customers would have the option to pay for parking at the hourly rate or to purchase a day permit. Daily permits would not exceed \$20 per day.